

2006/2007

Beverage Container Recycling Grant Solicitation



The California Department of Conservation (Department) is providing a maximum of \$1.5 million to promote increased recycling of beverage containers throughout California, pursuant to Public Resources Code (PRC), Division 12.1, Chapter 7, Section 14581(a)(5)(A). Organizations that are interested in applying must submit a **Concept Form** to the Department by **5:00 p.m., April 7, 2006**.

BACKGROUND

Through the Division of Recycling, the Department administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Redemption Value (CRV) beverage containers. The stated goal of the Act is to achieve an 80 percent beverage container recycling rate in California.

GRANT FOCUS

The Department is seeking projects that provide convenient beverage container recycling opportunities in California. Projects may implement new or enhance existing programs.

Eligible recycling projects include, but are not limited to the following:

- Bars and restaurants
- Colleges and universities
- Corporate businesses
- Office complexes
- Correctional or institutional facilities
- Multi-family dwellings
- Entertainment and hospitality venues
- Recycling center beautification or equipment
- Material recovery facility improvement
- Curbside program implementation or expansion
- Fitness facilities
- Large venues

WHO CAN APPLY?

Anyone - individuals, government entities, businesses, and non-profit organizations - can apply.



APPLICATION PROCESS

The application process consists of two phases:

PHASE 1 - CONCEPT PHASE 2 - PROPOSAL

In Phase 1, interested applicants submit a concept form. A minimum review and screening of each concept will be conducted and given a pass or fail score.

In Phase 2, applicants receiving a "pass" score in Phase 1 will be invited to develop the concept into a proposal. An invitation to submit a proposal is not a guarantee of funding. A committee will evaluate the proposals and funds will be awarded to those receiving the highest scores.

QUESTION/ANSWER PERIOD

Questions must be submitted in writing to
Grants@conservation.ca.gov or:

Department of Conservation
Division of Recycling
801 K Street, MS 17-01
(17th Floor)
Sacramento, CA 95814-3533
Attention: Community Outreach Branch

Questions and answers will be posted weekly on the Department's website at http://www.consrv.ca.gov/dor/grants/grant_seekers/Images_files/Q&A.pdf and may be mailed or faxed upon request to applicants without internet access. In order to maintain fairness among all applicants, questions regarding specific projects cannot be answered. Please refer to the anticipated schedule on pages two and three for specific dates.



PHASE 1 CONCEPT REQUIREMENTS

To qualify for review in Phase 1, concept forms **must** meet all of the following requirements:

- Received by the Department no later than **5:00 p.m., Friday, April 7, 2006.**
- Submitted on the form provided by the Department and not exceed two (2) double-sided pages. The text should be a minimum 10-point type size and printed on 8 1/2" x 11" office paper.
- Support the specified grant focus.
- Be in good standing with the Department (no outstanding fines, penalties or audit findings due the Department).
- Proof of organizational status and authority (if applicable): Provide a copy of your partnership agreement (if a partnership), Articles of Incorporation or Organization (if a corporation or limited liability company), and proof of nonprofit status if a nonprofit organization. Governmental agencies **are not** required to provide proof of nonprofit status. Provide a copy of any current fictitious business name statement and business license, if applicable.
- Request a **minimum** of \$35,000 in grant funds from the Department.
- Include one original concept form and three (3) printed copies.

PHASE 1 CONCEPT FORM

- **Project Description:** Provide a brief summary of the project, the target audience and the region where project activities will take place. Identify partners involved and implementing the project.
- **Need:** Provide a brief summary demonstrating why the project should be funded and how the community(ies) would benefit. Identify any obstacles to beverage container recycling that would be overcome if the project were implemented.

- **Address the Grant Focus:** Describe how the project will support convenient beverage container recycling opportunities.

PHASE 1 ANTICIPATED SCHEDULE

DATE	ACTIVITY
January 30, 2006	Release solicitation
February 6, 2006 through March 17, 2006	Question and answer period
April 7, 2006	Concepts due
May 8, 2006	Invite Phase 1 applicants to develop proposals

PHASE 1 HOW TO SUBMIT CONCEPT

The concept can be mailed or hand delivered to the following address:

**Department of Conservation
Division of Recycling**
801 K Street, MS 17-01
(17th Floor)
Sacramento, CA 95814-3533
Attention: Community Outreach Branch

Concepts **will not be accepted** electronically or by fax.

PHASE 2 PROPOSAL REQUIREMENTS

To qualify for review in Phase 2, proposals **must** meet all of the following requirements:

- Received a "pass" score from the Department in Phase 1.
- Received by the Department no later than **5:00 p.m., Friday, June 30, 2006.**
- Submitted on the form provided by the Department and not exceed five (5) double-sided pages. Maps, graphs, charts, letters of support, diagrams, audits or other supporting documentation are not counted as part of the maximum page requirement.
- Include one original proposal package (form and supporting documents) and four (4) copies.
- Application must be signed by a person with authorization to bind the individual, entity or organization to a grant agreement.

PHASE 2 PROPOSAL FORM

Complete the entire proposal form, including the assembly and senate district number(s). District numbers can be found on the website at <http://www.leginfo.ca.gov/yourleg.html> or by contacting your county library or county clerk.

Project Description and Organization's Experience

- Explain why the organization is suited to implement the project (geographic location, prior involvements in the area, close relationship to the project clientele).
- Provide a summary of the project, the target audience and the region where project activities will take place.
- Identify the partner(s) involved and describe the role of each in implementing the project.
- Provide letters of support and/or financial commitment from partner(s).

Need

- Explain why the project is needed.
- Explain how this project will benefit the community.
- Discuss the challenges that this project will address and the steps to overcome them.
- Provide evidence to support the need (i.e. waste audit findings, tonnage information, potential impact, projected or documented sales data, studies, surveys).
- Discuss efforts to prepare for the project such as pilot projects conducted or researching similar programs.

Goals and Objectives

- Identify the project goal; discuss what the project will accomplish and how it relates to the need.
- Discuss how the goal supports convenient beverage container recycling opportunities.
- Provide a list of realistic and measurable objectives (targets) to accomplish your goal.

Budget (minimum request of \$35,000)

- Complete the budget section.
- Provide an itemized breakdown associated with project activities (personnel, equipment and operating expenses).
- All line items must be necessary, reasonable and cost-effective.
- Justify and support all expenditures and double-check the totals.
- Applicants are encouraged to obtain a minimum of three (3) bids for products and services over \$500 and to retain copies of all bids for review if the grant is awarded.
- Request funds for costs relating to project start-up and not for on-going operation, salaries, or maintenance.
- Identify any budgetary contributions or matching funds other than DOC's and the cost savings derived from volunteers or in-kind services.
- Consider the cost of signage for collection bins, future price increases, sales tax, shipping/delivery and other fees.
- Overhead expenses and administrative costs are not allowed.
- Whenever possible, applicant should consider recycled-content equipment

and products manufactured from recycled and/or post-consumer beverage container material.

Work Plan

- List the major activities and deliverables, including start and completion dates.
- Plan should be realistic and the potential for delays taken into consideration.
- Must include twelve months of collection, if applicable.
- Use anticipated schedule to determine start dates. Remember projects cannot begin before grant agreements are signed by both parties.

Evaluation

- Identify the data to be collected and the methods for collecting and tracking.
- Discuss how progress toward the goal will be measured.
- Explain how evaluation findings will be used to modify or improve the project.

Sustainability

- Provide a detailed plan for sustaining the program after the grant term ends. Include all information pertaining to financial resources and commitments that will ensure long-term sustainability (i.e., tasks, staff, timeframe, salaries, and deliverables).
- Describe how the program will continue to be evaluated and monitored following the grant term and discuss who will be responsible for doing such after the grant term ends.



PHASE 2 HOW TO SUBMIT PROPOSAL

Proposals must be submitted by mail (certified mail is recommended) or hand delivered to the following address:

**Department of Conservation
Division of Recycling**
801 K Street, MS 17-01
(17th Floor)
Sacramento, CA 95814-3533
Attention: Community Outreach
Branch

Proposals **will not be accepted** electronically or by fax. Information provided by the applicant after the final filing date of June 30, 2006 will not be accepted.

PHASE 2 ANTICIPATED SCHEDULE

DATE	ACTIVITY
May 8, 2006 through June 16, 2006	Question and answer period
June 30, 2006	Proposals due
September 2006	Awards announced
October 2006	Projects begin

PHASE 2 PROPOSAL EVALUATION AND SCORING

An evaluation committee will review and score proposals according to the following criteria. Scores will be based on the merits of the information submitted in the proposal. The evaluation committee may suggest modifications in the budget and work plan. The recommendation from the evaluation committee will include a funding level for each proposal. Proposals recommended for funding must receive final approval by the Department Director.

PHASE 2 SCORING CRITERIA

Points

8	Project Description: <ul style="list-style-type: none"> (3) Description is clear, includes target audience and region where activities will take place. (2) Identifies partner(s) and defines their role(s) in implementing the project. (3) Provides letters of support and/or financial commitment from partners.
25	Need: <ul style="list-style-type: none"> (3) Clearly and convincingly demonstrates why the project is needed. (3) Identifies how the project will benefit the community. (4) Describes challenges the project will address and the steps to overcome them. (10) Provides convincing data supporting the project need (i.e., tonnage information, projected sales, waste audits, studies, surveys, etc.) (5) Describes efforts to prepare for the project (i.e., pilot projects, researching similar programs).
10	Goals and Objectives: <ul style="list-style-type: none"> (4) Goal clearly describes what the project is going to accomplish and how it relates to the need. (3) The goal is consistent with the grant focus (convenient beverage container recycling). (3) Lists and describes measurable objectives (what needs to be done to reach the goal).
17	Budget: <ul style="list-style-type: none"> (3) Provides a complete, itemized cost breakdown consistent with project activities. (Personnel, Equipment, Operating Expenses) (3) All line items are necessary, reasonable and cost-effective. (3) Provides quotes, estimates or other documents to support the costs requested. (3) Identifies budgetary contributions/matching funds (other than DOC's) and cost savings derived from volunteers or in-kind services. (5) Clearly justifies and supports all line items.
7	Work Plan: <ul style="list-style-type: none"> (3) Identifies the major activities and deliverables needed to complete the project. (4) Provides a logical timeframe for accomplishing the activities with start and completion dates, including at least 12 months of collection, if applicable.
13	Evaluation: <ul style="list-style-type: none"> (5) Identifies the data to be collected and methods for collecting and tracking. (5) Describes how progress toward the goal will be measured. (3) Describes how evaluation findings will be used to modify/improve the project.
20	Sustainability: <ul style="list-style-type: none"> (8) Provides a reasonable and detailed plan for sustaining the project after the grant term and identifies who will be responsible. (8) Project requires start-up costs only and provides letters of commitment and/or financial resources for continuing the project after the grant term. (4) Describes how the program will continue to be evaluated and monitored and who will be responsible for doing such after the grant term ends.

GRANT ADMINISTRATION

Grants awarded by the Department are administered through a grant agreement. Grant agreements consist of terms and conditions, grant summary, budget, and work plan. A sample grant agreement can be downloaded from the Department website by clicking on the [Sample Grant Agreement Terms and Conditions](#) link. Applicants should review the sample agreement prior to preparing the proposal to ensure the organization is able to comply with all terms and conditions.

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs and require compliance with the grant agreement. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the termination date of the grant agreement are not reimbursable. The Department will retain ten (10) percent of each reimbursement until all tasks outlined in the grant agreement are completed. Final payment of the retained funds will be made only after approval of the final report.

As a condition for receiving grant funds, grantees must comply with all certification or registration requirements (if applicable). Grantees are required to submit status reports, including volume and revenue information for all CRV materials collected.